

**Temporary Records Assistant
Catholic Schools Office
St. Dominic Chancery**

2403 Holcombe Blvd
Houston, Texas 77021

SUMMARY:

Under supervision, The Temporary Records Assistant (Temp) prepares and efficiently organizes files for archiving while ensuring meticulous record-keeping and adherence to specific guidelines throughout the process. The Temp will be responsible for sorting, cataloging, boxing, and securely preparing boxes for shipment to the Archdiocesan Archives Department. This position requires ability to maintain confidentiality. This is a temporary position and will be no longer than 3 months. There is no opportunity for continued employment in this position. Office Hours are M-F 8:30-4:30 with ½ hour for lunch from 12:30 -1:00 pm.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED); with two-five years' experience with record keeping in a professional office setting. Able to lift up to 20 lbs.; typing or use of Microsoft Word.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Send your cover letter, resume, and minimum salary requirement to resume@archgh.org with Temporary Records Assistant on the subject line.